

# ***INTERNSHIPS*** *in the* *Lake Dallas District Office of* ***U.S. Congressman Michael C. Burgess, M.D. (TX-26)***



***General responsibilities:*** • Assisting with Congressional Events • Research • Special projects  
• Constituent correspondence • Greeting constituents • Data entry  
• Filing • Answering the telephone • Additional administrative tasks

***Skills required:*** • Good communication skills • Excellent writing skills • Punctuality  
• Solid computer skills • Attention to detail • Professional demeanor  
• Ability to follow instructions, to work independently and to complete tasks efficiently & thoroughly

This internship is unpaid. *It may be possible to arrange academic credit from your educational institution for an internship; contact department intern coordinator for more information.* After the successful completion of the internship, recommendations will be provided to interns, based on performance.

***Please submit a letter of interest, your resume and availability to:***

Robin Vaughan, Deputy District Director  
2000 S. Stemmons Freeway, Suite 200, Lake Dallas, TX 75065  
Email: [robin.vaughan@mail.house.gov](mailto:robin.vaughan@mail.house.gov)  
Phone: 940/497-5031 Fax: 940-497-5067